



ASSOCIATION ROLES AND RESPONSIBILITIES

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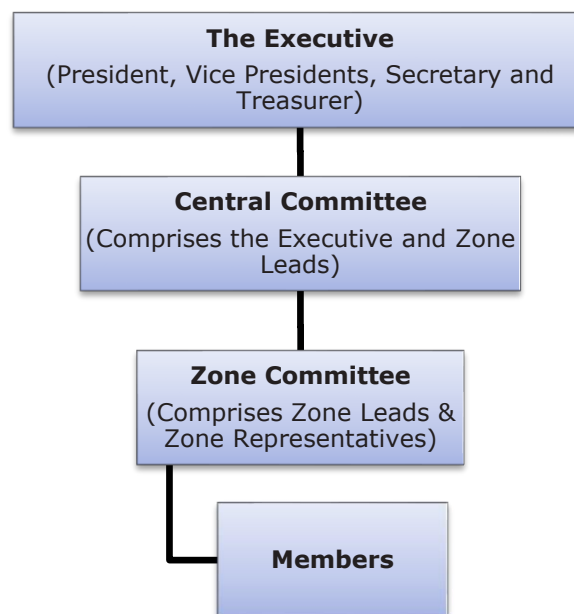
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Purpose:

This document is intended to provide a high-level overview of the management structure of the Association as detailed in the constitution, and to detail the requirements of each of the main roles within the Association's structure.

Summary:

The Association is managed by an Executive, a Central Committee and Zone Committees.



- (1) The business of the Association must be managed by or under the direction of the Central Committee.
- (2) The Central Committee may exercise all the powers of the Association except those powers that the Constitution or the Act require to be exercised by general meetings of the members.
- (3) The Central Committee may delegate part of its power to the Executive and Zone Committees;
- (4) The Central Committee may:
 - a. Appoint and remove staff
 - b. Establish sub-committees of members with terms of reference
 - c. Delegate in writing to a member of the Central Committee, a sub-committee or staff any of its powers or functions other than:
 - (i) This power of delegation; or
 - (ii) A duty imposed on the Central Committee by the Act or any other law.
- (5) The Central Committee is responsible for the conduct of the sport.

Committees

Executive

The Executive consists of –

- a. President; and
- b. Senior Vice President; and
- c. Junior Vice President; and
- d. Secretary; and
- e. Treasurer.

The description for each role is detailed within this document. Each of the Executive have one vote on items for decision at the Central Committee.

Central Committee

The Central Committee comprises:

- a) The Executive; and
- b) One delegate from each Zone Committee, selected by the Zone Committee known as the Zone Lead.

The description for each role is detailed within this document.

Each of the Executive have one vote on items for decision at the Central Committee and the Zone Leads have 3 votes (reflecting a vote for each Zone Member).

Zone Committee

The Zone Committee comprises the elected representative for each of the Zones. They are responsible for the election of their Zone Lead and to represent the views of the membership within their zone at the Association level.

The description for each role (Zone Lead & Zone Member) is detailed within this document.

Roles

President (Member of the Executive & Central Committee)

The role of the President is to provide the principal leadership and responsibility for the Association and the Central Committee. The President is primarily responsible for ensuring the Association sets and meets its goals and objectives, is administered according to the Association Rules and completes all legal and compliance obligations.

Primary responsibilities for the role of President include:

- Have a good working knowledge of the Association constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members.
- Strong understanding of the legal and compliance obligations of running the Association and ensuring that these are adhered to.

- Ensuring the Association has a clearly defined purpose, vision and set of values to guide decision-making, Association culture and behaviour.
- Facilitate planning and ensure the Association has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season.
- Work with the Treasurer to implement strong financial controls to protect the cash and assets of the Association.
- Ensuring the necessary policies and procedures are in place to protect the health and safety of all Association participants.
- Work with the committee and relevant office holders to ensure all Association documentation is regularly reviewed and in line with industry standards and the Association strategic direction.
- Manage and chair all committee meetings and the Association Annual General Meeting (AGM) with efficiency and effectiveness. The President or, in the President's absence, a Vice-President is the Chairperson for any general meetings and for any committee meetings. A meeting of the Central Committee may not be convened in the absence of either the President or either Vice Presidents.
- Regularly liaise with committee members to ensure they fulfil their roles and responsibilities.
- Work with the committee to ensure progress against strategic priorities by regularly reviewing Association activities and operational plans.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Association.
- Act as a signatory for the Association in all legal purposes and financial purposes.
- Serve as a spokesperson for the Association when required.

The President has one vote at the Central Committee meetings.

Vice-President (Member of the Executive & Central Committee)

The Association has two Vice Presidents (a Senior & a Junior). The roles are intended to serve two main purposes;

1. To shadow the President in providing leadership and responsibility for the organisation and the Committee potentially preparing the incumbents for a future role as President
2. Provide a backup to the President in the event a replacement is required during a term.

The role description therefore is similar to that of the President;

- In the event of the President being unable to fulfill his/her duties to step into that role
- The President or, in the President's absence, a Vice-President is the Chairperson for any general meetings and for any committee meetings. A meeting of the Central Committee may not be convened in the absence of either the President or either Vice Presidents.
- Be an alternate signatory for the Association for legal purposes and financial purposes

- Assist the President in deciding which matters are dealt with by the Executive, the Central Committee and delegated to sub-committees
- Coordinate Association planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Association at meetings and forums as agreed with the President
- Other duties as nominated by the President and / or Committee

The two Vice-Presidents have one vote each at the Central Committee meetings.

Secretary (Member of the Executive & Central Committee)

The Secretary role is critical to the running of the Association. They are the focal point of the majority of Member and Convenor interactions with the Association. The Secretary is the chief administration officer of the Association. In partnership with the President, the Secretary is responsible for ensuring that the Association is run in accordance with the Association constitution, rules, by-laws, policies and procedures.

Primary responsibilities for the role of Secretary include:

- In conjunction with the President, convene all committee meetings and general meetings.
- Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings.
- Maintain meeting minutes, ensuring they are signed by the President and that actions required from meetings are fulfilled.
- Manage all general Association correspondence and act as primary point of contact for enquiries and engagement with Members and stakeholders.
- Maintain a register of the latest version of all Association documentation, ensuring it remains relevant and in line with industry standards including but not limited to the Association constitution, Association Rules, by laws, policies and procedures, terms of reference etc.
- Assist the President and committee in its strategic planning and decision-making.
- With support from committee members, complete annual Consumer Affairs Victoria lodgement.
- In the absence of an appointed public officer, act as a public officer for the Association, liaising with members of the public, affiliated bodies and government agencies.
- Ensure that a newsletter is produced for Members on an agreed frequency.
- Maintain the associations presence on social media (Facebook, website etc).
- Provide a point of contact for other Associations (e.g. AYDA, NSW Yard dog etc)

The Secretary has one vote at the Central Committee meetings

Treasurer (Member of the Executive & Central Committee)

The Treasurer is responsible for the financial supervision and performance of the Association. The Treasurer is required to regularly report on the Association's financial status to the committee to inform decision-making, mitigate financial risk, and ensure transparency for Members.

The primary responsibilities for the role of Treasurer are:

- Maintain a register of Members in accordance with rule 18; and
- Receive and keep a record of all moneys paid to or received by the Association; and
- Ensure that all moneys received are paid into the account of the Association within 5 working days or as soon as practicable after receipt; and
- Make any payments authorized by the Executive or by a general meeting of the Association from the Associations funds; and
 - Ensure cheques are signed by at least two Executive or committee members.
 - The Treasurer must –
 - ensure that the financial records of the Association are kept in accordance with the Act; and
 - coordinate the preparation of the financial statements of the Association and their certification by the Executive prior to their submission to the AGM of the Association.
- The Treasurer must ensure that at least one other Executive member has access to the accounts and financial records of the Association.
- Prepare and distribute invoices/accounts for services rendered.
- Provide a financial report at each committee meeting to support strategic planning and decision-making.
- Report financial activities to the membership at the AGM.
- Act as the signatory on the Association's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary).
- Prepare financial accounts for annual or more frequent auditing and provide the auditor with information as required.
- Prepare all necessary financial statements for inclusion in the annual report.

The Treasurer has one vote at the Central Committee meetings

Zone Lead (Member of the Central Committee)

The role is the conduit between our Zone Committees, Convenor's, Members, and the Central Committee. They will work with your Zone Member's to determine your zones views on issues and represent those views at Central Committee meetings. On any question arising at a Central Committee meeting, each Zone lead has 3 votes at their discretion. Decisions made at the Central Committee level will be passed back to the Zone Committees.

- Communication is a key requirement of the role. You will be the conduit between the Executive and the Zone Committees.
- You will work with your Zone Committee to determine your zones views on issues and represent those views at Central Committee meetings. You will then be responsible to feedback to your zone, decisions made at the Central Committee meetings.
- The Zone lead is responsible to ensure a zone representative is appointed to liaise with and support trial Convenor's. From the moment a trial date is advised someone from the Zone Committee must contact the Convenor offering assistance with entry form, appointment of judges, structure of competition, manpower, the various other issues in the Convenor's Guide and details of any Association-wide sponsorship commitments.
- Collective responsibility. Committee members will have opportunity to air their views within Committee, but majority rules and decisions made by the Central Committee must be supported outside the Committee.
- Confidentiality. Freedom to express an opinion must be accompanied with an assurance one's comments will not be aired by other Committee members outside the Committee.
- It is essential all Zone Leads are familiar with the sporting rules, the Convenor's Guide, Constitution and the various welfare policies.
- Responsible for the coordination and maintenance of the zone trailers

- Responsible for the ordering and distribution of the sponsored dog food to the various Convenor's throughout the zone.
- Confirming that event results have been sent through to the Secretary in a timely manner.

Zone Member (Member of the Zone Committee)

This role has the same general requirements as the Zone Lead. This role is an integral part of the conduit between our Convenor's, Members, and the Central Committee. The Zone Members work with the Zone Lead to establish the zones views on issues, allowing the Zone Lead to represent those opinions at Central Committee meetings. In the event a Zone Lead is unavailable, a Zone Member may be asked to represent their zone.

- Communication is a key requirement of the role. You will be the conduit between the members, Convenor's and the Zone Lead.
- You will work with your Zone Committee to determine your zones views on issues. You will then be responsible to feedback to your members and convenor, decisions made at the Central Committee meetings if appropriate.
- The Zone member is responsible to work with and provide support to trial Convenor's. From the moment a trial date is advised someone from the Zone Committee must contact the Convenor offering assistance with entry form, appointment of judges, structure of competition, manpower, the various other issues in the Convenor's Guide and details of any Association-wide sponsorship commitments.
- Collective responsibility. Committee members will have opportunity to air their views within Committee, but majority rules and decisions made by the Central Committee must be supported outside the Committee.
- Confidentiality. Freedom to express an opinion must be accompanied with an assurance one's comments will not be aired by other Committee members outside the Committee.
- It is essential all Zone Member's are familiar with the sporting rules, the Convenor's Guide, Constitution and the various welfare policies.

A Zone Member does not have a vote at the Central Committee, as these votes are held by the Zone Lead.